



Fondation Accueil
Petite Enfance
EPFL-UNIL

PROCEDURE FOR THE ALLOCATION OF A CHILDCARE PLACE WITHIN THE FAPE

The FAPE daycare centers, Croq'cinelle, Croquignole, Polychinelle, Primavera, are part of the Lausanne Daycare Network (Réseau-L) and have adhered to the Réseau-L charter.

The allocation of a childcare place in one of the FAPE daycare centers is therefore done according to the allocation criteria of the Réseau-L.

ALLOCATION PROCEDURE

1. Parents register at the BIP (Bureau d'Information aux Parents)
<https://www.lausanne.ch/prestations/petite-enfance/cve-inscription.html>
2. The BIP updates the centralized waiting list (LAC). Parents are assigned a LAC number;
3. Management consults the LAC and selects a family;
4. Management contacts the parents to offer them a place;
5. Management confirms to the parents the allocation of the place and establishes the contract.

ALLOCATION CRITERIAS

There are three main reasons for allocating a place in the FAPE childcare centers, in order of priority :

1. **Conciliation**
2. **Prevention**
3. **Socialization**

A place defined as "**conciliation**" is granted to both parents who live in a common household, or to the parent (in the case of a single-parent family), because of employment, certified professional training, or unemployment with indemnity.

A "**prevention**" place is any place granted with, as the main reason, specific and necessary support for the child's development and/or accompaniment in the exercise of parenthood. Requests for a "prevention" place are often supported by the pediatrician, a social worker or a therapist.

A place is called "**socialization**" when it offers the child the possibility of benefiting from collective care while one of his parents is at home.

In general, « prevention » and « socialisation » places should be allocated for part-time placements, the duration and attendance of which is left to the professional discretion of the management.

Throughout an institution, the various reasons for placement may be present, while ensuring that the reasons related to « conciliation » are given priority.

CRITERIA FOR THE ALLOCATION OF A PLACE

The criteria for allocating a place are related to the date of the request on the LAC, availability and the reality of the Early Childhood Institution (ECI).

In view of the high demand from families and in accordance with political expectations, the main criterion for the allocation of a spot remains the conciliation of work and family life.

The main standards are listed below:

- Employment / Education of the parents or parent (if single parent family). At least one out of the two parents must be registered or employed by EPFL or UNIL.
- Siblings : the " sibling " priority is taken into account if the parents meet the above criteria and if both children could be accommodated in the same ECI.

The secondary points are listed below:

- Prevention;
- Socialisation.

The rate and days of attendance of the child, when a place is allocated according to the secondary criteria, are defined in agreement with the parents. The management can change these to other families with primary norms.

REMINDER

Registration at the BIP is possible from the fourth month of pregnancy and up to one year before the desired date of arrival. It is also possible six months before one of the parents is registered or employed by EPFL or UNIL.

Parents arriving from abroad, or from another canton, should register as soon as possible with the BIP, even if they have not yet moved and do not know their future address. They must then mention, in the registration form, that they will be working or studying at EPFL or UNIL. It is indeed possible to register on the Lausanne centralised waiting list (LAC) without being domiciled in the canton.

Registration must be reactivated every six months.

When a child attends an ECI on the EPFL-UNIL campus, it is not possible to re-register for a place in another ECI on the EPFL-UNIL campus. It is, however, possible to re-register for a place in a local ECI of the City of Lausanne, when the family is domiciled in Lausanne.

ESTIMATION OF CHILDCARE COSTS

<https://www.lausanne.ch/vie-pratique/enfance-jeunesse-famille/accueil-de-jour-et-enfance/prescolaire/estimation-tarifs-cve.html>

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